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Security Information

1 December 1953

MEMORANDUM FOR: Chairman, CIA Career Service Board

SUBJECT: Responsibility for the Assignment and Career Development of General Administrative Personnel

- REFERENCES:
- a. Memorandum from undersigned to Chairman, CIA Career Service Board, dated 5 November 1953, subject as above.
 - b. Memorandum from Acting Deputy Director (Intelligence) to Chairman, CIA Career Service Board, dated 18 November 1953, with above reference as its subject.

1. Examination of the DD/I memorandum (reference b) as it relates to my original memorandum (reference a) indicates a need for the following supplementary statements to assist the CIA Career Service Board in its review of these references:

a. The original memorandum seeks to obtain a wider application of several basic principles which have already been applied within both the DD/A and DD/P organizations. These principles are as follows:

(1) Employees have their careers with the Agency rather than with one of its organizational units.

(2) The careers of employees are developed within professional or functional areas of Agency activity (e.g., logistics, political and psychological warfare).

(3) The Agency officer primarily responsible for one of these functional areas (e.g., Chief of Logistics or Chief, PPW) is also primarily responsible for:

(a) The assignment and development of each employee with the career designation of that functional area (e.g., CD-LO, CD-PP).

(b) The assignment of personnel to each position primarily identified with the objectives of that functional area (e.g., logistical support).

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b. It is not proposed that the employee in an administrative position who does not possess an administrative career designation must vacate the position immediately. He is, however, performing outside his specialized career area, and eventually must be given assignments in the specialized career of his choice.

c. It is not proposed that there be any infringement of the right of the career employee to indicate the career designation which he desires. Personnel in administrative positions who have other types of career designations should be asked to review their choice of designation in the light of more adequate information concerning the meaning of their decisions. Those who do not desire administrative career designations are expressing preference for assignment to the specialized duties of another type of career.

d. It is unquestionably desirable to foster interchange between administrative work and the specialized program work of an Office as is stated in reference b. Personnel in such "interchange" assignments, however, are temporarily serving outside the functional areas represented by their career designations. Such assignments are for a fixed period of time only, and are for the purpose of training (paragraph 2 b, Notice No.). It is proposed that administrative positions would be made available for this purpose.

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e. There is no disagreement with the DD/I statement that an employee's experience and training in a particular Office's program of work are important factors in qualifying him for an administrative position within that Office. These factors and others of equal importance will be considered when career employees are selected for administrative positions. The statement does not, however, lead logically to the conclusion that the career designations of administrative employees should be the designations of the Offices to which they are assigned.

f. It is not believed that uniform application of the principles cited in paragraph 1 a. above would require employees to serve two masters as indicated in reference b. No real problem of this kind has yet arisen in the DD/A and DD/P organizations. For example, qualified Finance Officers have been assigned abroad and transferred to the T/O of the DD/P organization for many years without experiencing major difficulties in "serving two masters."

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2. The above cited principles of career service must be uniformly accepted if the Deputy Director (Administration) is to be most effective in discharging his responsibility for all administrative support for the Agency. If they are so accepted, the Agency will develop a more competent staff of administrative personnel who have been broadly trained to meet over-all Agency needs. Furthermore, the head of each organizational unit will be more satisfied with the administrative support which he receives.



L. K. WHITE
Acting Deputy Director
(Administration)

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